

3 May 2002

Installations
GENERAL/FLAG OFFICER'S QUARTERS POLICY

Summary. This change to TRADOC Circular 210-02-1, 22 February 2002, clarifies appropriate funds used for installation, maintenance and repair costs of antiterrorism and communication equipment.

Suggested improvements. The proponent of this regulation is HQ TRADOC, Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-GH, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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1. Change TRADOC Circular 210-02-1, 22 February 2002, as follows:

Paragraph 5c. Delete third sentence and replace with: "However, installation, maintenance and repair costs for security or antiterrorism equipment will still be paid from the Army Family Housing Account and recorded against the unit and reported on the cost reports."

Paragraph 5c. After third sentence, add: "On the other hand, any work associated with the installation, maintenance, or repair of communication equipment required by the occupants to perform their mission will be funded from other fund sources besides the Army Family Housing Operations (AFHO) account (P1900)."

Paragraph 5c. Last sentence, add "as updated" between "appendix B" and "etc."

2. Post these changes IAW DA Pamphlet 25-40, chapter 6.

FOR THE COMMANDER:

OFFICIAL:

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Lieutenant General, U.S. Army
Deputy Commanding General/
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//signed//

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TRADOC Circular 210-02-1

22 February 2002

(Expires 22 February 2004)

Installations
GENERAL/FLAG OFFICER'S QUARTERS POLICY

Summary. This circular establishes policies, procedures, and responsibilities for management of General/Flag Officer's Quarters (GFOQ).

Applicability. This circular is applicable to U.S. Army Training and Doctrine Command (TRADOC) installations and activities responsible for the operation and management of GFOQ.

Suggested improvements. The proponent of this circular is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-GH, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence (AIEP) Proposal).

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1. **Purpose.** This circular provides revised requirements for the submission of General/Flag Officer's Quarters (GFOQ) Six-Year Plans (SYPs) to Headquarters (HQ), TRADOC.
2. **References.** Appendix A contains referenced publications and forms.
3. **Explanation of abbreviations.** Abbreviations used in this circular are explained in the glossary.
4. **Responsibilities.** Installation housing managers and garrison commanders will comply with the TRADOC policy requirements in paragraphs 5 and 6 below.
5. **Policy.**

a. Headquarters, Department of the Army (HQDA) has issued several memorandums regarding management of GFOQs. These memorandums include the following:

(1) Memorandum, ACSIM, DAIM-FDH-F, 13 Dec 01, subject: Family Housing Maintenance and Repair Guidance.

(2) Memorandum, Office of the Vice Chief of Staff, 19 Jun 01, subject: Management of General/Flag Officer's Quarters.

(3) Memorandum, ACSIM, DAIM-FDH-F, 30 Mar 01, subject: Funding General and Flag Officer's Quarters (GFOQ).

b. Memorandum, HQ TRADOC, ATBO-GH, 20 Oct 99, subject: TRADOC General/Flag Officer's Quarters (GFOQ) Six-Year Plan (SYP) Policy is hereby rescinded.

c. The cost of installation of communications, security, or antiterrorism equipment required by an occupant to perform duties assigned to the occupant, shall not be counted against the limitation on the cost of the improvement of the dwelling unit. The cost of the maintenance or repair shall not be included as part of the maintenance or repair limitation. However, cost is still paid from the Army Family Housing Account and is recorded against the unit and reported on the cost reports. Please note while there is no dollar limitation, other regulations still apply; that is, single project over \$20K requires DD Form 1391, approval authorities are in accordance with (IAW) AR 210-50, appendix B, etc.

d. The Office of the Secretary of Defense has provided guidance regarding family housing temporarily diverted for other uses. Unless a unit is permanently taken out of service and removed from family housing property records, it remains as family housing regardless of its temporary use. Therefore, the cost of **maintenance and repair** (M&R) of all family housing, including temporarily diverted units that remain on the property records as family housing, will be funded with family housing funds. However, if diverted to Unaccompanied Personnel Housing (UPH) or any other use, any **operating costs**, including utilities, services, and furnishings will be funded from the Operations and Maintenance, Army (OMA) account.

e. In addition, the Military Construction Appropriations Act of 2002 (Public Law 107-64) raises the limitation for M&R of GFOQ to \$35K per fiscal year, effective 1 October 2001. This new limitation does not increase the thresholds of projects that were already approved or under execution prior to 1 October 2001.

6. TRADOC Six-Year Plan (SYP) policy. Six-Year Plans are important planning/budgeting documents that should be developed by Directorate of Public Works (DPW) personnel to ensure required M&R to the dwelling unit and its other real property is programmed to maintain the quarters. Managing these highly visible quarters requires the personal involvement of residents. The SYP is the initial document to begin effective **before-the-fact management** of GFOQs.

a. Submission time frame. Each designated GFOQ, including those diverted to UPH, will have a SYP that projects operational and M&R requirements for the execution fiscal year (FY) and following 5 FYs. This plan will be updated annually by adding a new FY and forwarding to TRADOC not later than 1 May each year. (Example: FY 03-08 SYP due 1 May 02.) Submission by 1 May is required to meet the HQDA June suspense for budget submissions of any General Officers' Quarters where the total M&R will exceed \$35K. Execution year in the example above is FY 03.

b. Signature requirements. Six-Year Plans will be **dated** and **signed** by the current resident and the Director of Public Works (DPW) or Director of Engineering and Housing (DEH). Whenever quarters are vacant, the SYP will be signed by the DPW/DEH only. New signatures are required each year when updated plans are forwarded, even if the GFOQ resident and/or DPW/DEH are the same persons as the previous year. The Housing Manager will ensure that the SYPs are signed prior to electronic

submission to the major Army command (MACOM). Note: Because the SYPs are forwarded electronically to the MACOM, the installation should retain the actual signed copies of the SYPs in their files. The Housing Manager will add the following Certification Statement on each SYP submitted to the MACOM, **"I, hereby, certify that the above six-year plan has been signed by the General Officer occupant and approved by the DPW.** A copy of the GFOQ SYP will be kept on file and provided to the MACOM or HQDA representative upon request." The Housing Manager is the Certifying Officer and must ensure this is completed prior to submission.

c. Maintenance Cost Categories Project documentation requirements. All maintenance costs except service calls and routine maintenance will be identified by a project code and cross-referenced with an explanation in Part II of the SYP. Additional requirements:

(1) Change of occupancy costs will be identified and all planned painting will be identified. The date the quarters were last painted will also be shown on the SYP.

(2) Incidental improvements authority is **extremely limited.** Therefore, **all** planned improvements will be identified in the SYP.

(3) Planned grounds maintenance as a result of the HQ TRADOC exception to policy will be identified separately as such.

(4) Major projects should be identified by a DD Form 1391 number or local project number (DA Form 4283) with a brief scope. (Example: FHP1234, bathroom renovation: second floor master bath, replace 20-year old damaged tile floor, cabinets and fixtures, \$8K.)

(5) Out-of-cycle requests will not be considered without a true emergency or imminent life/health/safety reasons.

d. SYP Format. All SYPs will be prepared and submitted using GFOQ website (<http://www.housing.army.mil/6yp/>). The Installation User Guide can also be located on the website. General guidelines are--

(1) Six-Year Plans can only be created at the installation level.

(2) Installations must submit SYP to the MACOM (see para b above)

(3) MACOM may submit to HQDA or return to the installation for changes.

(4) HQDA may either accept the plan or if changes are needed, return to the MACOM so that the MACOM can return to the installation.

(5) Users with MACOM and HQDA access may only view and print the SYP. Only installations have edit rights.

e. TRADOC Approval. Plans will be approved for execution prior to the beginning of the next FY as long as a signed SYP for that FY (see para b above) has been forwarded by the installation. (Example: signed FY 2003-08 SYP sent to TRADOC by 1 May 02 will be approved for execution in writing for FY 03 before 30 Sep 02.)

Appendix A

References

Section I

Required Publication

AR 210-50
Housing Management

Section II

Referenced Forms

DA Form 4283
Facilities Engineering Work Request - XFA, XFB, XFC

DD Form 1391
FY __ Military Construction Project Data

Glossary

DEH	Directorate of Engineering and Housing
DPW	Directorate of Public Works
GFOQ	General/Flag Officer's Quarters

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HQDA Headquarters, Department of the Army

HQ TRADOC Headquarters, U.S. Army Training and Doctrine
 Command

IAW in accordance with

MACOM major Army command

M&R maintenance and repair

SYP Six-Year Plan

UPH Unaccompanied Personnel Housing

FOR THE COMMANDER:

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